

OFFICE TECHNICIAN (TYPING)
FISCAL SERVICES DIVISION – ACCOUNTING SECTION
PERMANENT/FULL-TIME
FINAL FILING DATE: June 14, 2007, or Until Filled
\$2,598.00 - \$3,157.00

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY

Under the general supervision of the Accounting Administrator I (Accounting Manager), the incumbent will provide a variety of high-level clerical functions, and perform administrative activities as required to support the Accounting Office.

*****SPECIAL REQUIREMENT:** This position requires a typing certificate at a rate of not less than of 40 words per minute prior to being appointed to the Office Technician (Typing) classification.

KNOWLEDGE OF:

- General knowledge of various office machines
- Departmental policies and procedures

ABILITY TO:

- Ability to exercise sound judgment
- Ability to accept direction, follow instructions and work under pressure to meet deadlines.
- Prepare clear, complete, and concise correspondence and reports
- Establish and maintain cooperative relations with those contacted during the course of work
- Ability to speak and write effectively

DESIRABLE QUALIFICATIONS:

- Excellent organizational skills
- Experience with office procedures, methods, and computer equipment
- Good Communication Skills
- Experience with computer applications and programs, such as Microsoft Word, Excel, Outlook and Access
- Initiative, tact and diplomacy
- Work independently as well as in a team environment
- Flexible and able to work in a fast-paced office environment

ESSENTIAL FUNCTIONS INCLUDE:

- Provide secretarial and general support services for the Accounting Manager and accounting staff.
- Prepare, type, proof, format, and edit documents and/or correspondence such as credit memos, invoices, meeting agendas and reports generated by the Accounting Manager and staff within the Accounting Unit.
- Gather and compile accounting and financial information as requested by Accounting, VCGCB and Executive Staff.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

California Relay Service:

Voice line: 1-800-735-2922

Position Number: 040-520-1139-001

TDD User: 1-800-735-2929

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- Maintain and modify existing Purchase Order and Contract filing system to best accommodate the needs of the Accounting Unit and Staff.
- Answer telephone and screen calls, take messages and transfer calls to the appropriate area. Communicate effectively with the public and staff at other agencies regarding any Accounting issues or status such as payments, journal entries and adjustments, CalStars postings, etc.
- Make copies of claim schedules, invoices, purchase orders, daily deposits, checks and other financial/accounting related documents.
- Date stamp, pick and distribute all incoming and outgoing mail and documents. Properly classify and forward incoming packages, parcels, or letters to the intended party.
- Develop and maintain a desk manual identifying procedures and practices for the position.
- Schedule meetings, conference rooms and make travel arrangements for the Accounting Manager, Accounting Supervisor and Accounting staff.
- Distribute and maintain updates to Accounting Procedures Manual, Management Memorandums, SAM, etc.
- Order office supplies as needed for the Accounting Office.
- Prepare status reports of special assignments upon request.
- Serve as attendance coordinator for the Accounting Unit.
- Serve as the Accounting unit contact for business services issues such as telecommunications, building services, forms management, etc.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

In a professional office environment with appropriate business attire • Use of phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and related software applications at a workstation.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY

Qualified candidates in a reachable rank on an employment list for this classification, currently in this classification, have transfer eligibility to this classification, or have reinstatement rights to this classification are encouraged to apply. SROA and Surplus candidates are encouraged to apply. **In addition to a State Application (Std. 678), candidates must submit a current resume and cover letter. Please indicate RPA # 07-206 on the State Application. Applications will be reviewed for the most qualified candidates and interviews may be conducted.**

SUBMIT APPLICATION AND RESUME TO

Victim Compensation and Government Claims Board
Human Resources Section
Attn: Angela Ramirez
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805
Angela.ramirez@vcgcb.ca.gov

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